

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH

Child Care Licensing Supervisor
Regulatory Services – Community Based Regulation - Investigations

POSTING DATE: March 31, 2014

CLOSING DATE: April 7, 2014 *

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

OPEN TO: Department of Public Health Employees

POSITION CONTROL NUMBER: 012591SC **NOTE:** THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours/week

SALARY GROUP/RANGE: SH 25/\$66,037 - \$83,869

Preferred Skills:

- Experience processing complaints related to family day care homes, child day care centers and youth camps;
- Experience facilitating meetings;
- Experience with supervision of work units and staff;
- Experience with organizing and prioritizing personal and staff workloads, and exercising initiative;
- Experience following directives;
- Experience transitioning from a non-supervisory role to a supervisory role.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability:

Considerable knowledge of relevant agency policies, procedures and regulatory practices; considerable knowledge of and ability to interpret relevant state and federal laws, statutes and regulations related to child care programs; considerable knowledge of principles and techniques of planning and operating child care centers; considerable knowledge of child care licensing functions; considerable knowledge of investigative processes; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

EXPERIENCE AND TRAINING

General Experience:

Eight (8) years of experience providing professional child care services with involvement in program development and operational policy.

Special Experience:

Two (2) years of the General Experience must have been in a supervisory or consultative capacity providing professional advice and/or technical support in the field of child care.

Substitutions Allowed:

- 1.) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
- 2.) A Master's Degree in child development, early childhood education, public health, social work or other closely related field may be substituted for one (1) additional year of the General Experience.
- 3.) For State employees, two (2) years of experience as a Child Care Licensing Specialist may be substituted for the General and Special Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12) INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184 (if faxing, only one application is necessary)
EMAIL: dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.